



DATA PROTECTION POLICY

1. About this Policy

1.1 This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. We will aim to display the up to date version on our website. Any amendments will not be made retrospectively.

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

2.1 We are Arnside Sailing Club. We can be contacted at The Old Customs House, 19 The Promenade, Arnside, via Carnforth LA5 0HD or via the contact details on our website.

3. What information we collect and why.

Type of Information	Purpose	Legal Basis
Names, emails and telephone numbers of <ul style="list-style-type: none">MembersCadet membersPeople going on sailing coursesParents of children taking part in cadet programmePeople taking part in club eventsPeople hiring clubhouse	<ul style="list-style-type: none">Managing the Member's membership of the Club.Communicating with club members and cadet parents. Seeking their viewsManaging the participants participation in sailing courses or club events, informing them of how to join club and future club eventsManaging hire of clubhouseManaging volunteer rotas	<ul style="list-style-type: none">Performing the club's contract with the member, cadet parents, participants in sailing courses and club events and people hiring club houseFor the purposes of our legitimate interests in operating and promoting the Club.
Emergency Contact details	<ul style="list-style-type: none">Contacting next of kin in an emergency	<ul style="list-style-type: none">Protecting the Member's vital interest

Medical details that are relevant to a person's participation in an club event, course or activity	<ul style="list-style-type: none"> To help look after a person in an emergency 	<ul style="list-style-type: none"> Protecting the Member's vital interest
Age, gender, disability or ethnic details	<ul style="list-style-type: none"> Managing membership or participation in club events, courses and activities that are aged or gender related or need special provision 	<ul style="list-style-type: none"> Performing the Club's contract with the Member
	<ul style="list-style-type: none"> To help inform club development and secure grant funding 	<ul style="list-style-type: none"> For purposes of our legitimate interest in making sure that club has adequate facilities, secure outside funding and informing future club development plans
	<ul style="list-style-type: none"> Reporting information to RYA 	<ul style="list-style-type: none"> For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils
Member's or participant's boat insurance and equipment details	<ul style="list-style-type: none"> Managing the dinghy park and club moorings. Keeping record of what boats and equipment are on club premises. Allocating spaces 	<ul style="list-style-type: none"> For the purposes of our legitimate interests in operating the Club
	<ul style="list-style-type: none"> Managing races and making result known to club members, other participants and outside media 	<ul style="list-style-type: none"> For the purposes of our legitimate interests in holding races for the benefit of club members and other race participants For the purposes of our legitimate interests in promoting the Club
Photos and videos of members and their boats	<ul style="list-style-type: none"> Putting on the Club's website and social media pages and using in press releases. Using in training course 	<p>Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter (Please note we have little control over passing members of the public taking photos or videos of sailing at Arnside and clubhouse events and publishing it on websites, facebook etc)</p>

Bank Account Details of members, course participants or other person making payment to club	<ul style="list-style-type: none"> Managing members , course participant, clubhouse hirer or other person's relationship with club 	<ul style="list-style-type: none"> Performing the club's contract with member, course participant, clubhouse hirer or other person's contract with club
Membership Surveys Member's, cadet parents or course participant's name and email address	<ul style="list-style-type: none"> Passing to the RYA or other survey provider for the RYA or survey provider to conduct surveys of members of the Club. The surveys are for the benefit of the Club and RYA. 	<ul style="list-style-type: none"> For the purposes of our legitimate interests in operating the Club and / or the legitimate interests of the RYA in its capacity as the national body for all forms of boating
DBS Clearance for Volunteers and Instructors Personal details, proof of identity	<ul style="list-style-type: none"> Passed to RYA or other agency to get DBS clearance for volunteer. Once DBS clearance is obtained only certificate number and date of issue is kept 	<ul style="list-style-type: none"> To comply with Safeguarding Guidance
Sailing Instructors name, address, email addresses, photo, phone numbers and relevant qualifications and/or experience.	<ul style="list-style-type: none"> Managing sailing instruction at the club. Promoting sailing courses and club Having a pool of sailing instructors we can contact to arrange training 	<ul style="list-style-type: none"> For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members Managing contract with instructors
Other Instructors e.g. First Aid name, address, email addresses, photo, phone numbers and relevant qualifications and/or experience	<ul style="list-style-type: none"> Ensuring that club volunteers have adequate training e.g. first aid, child safeguarding Having a pool of sailing instructors we can contact to arrange training 	<ul style="list-style-type: none"> For the purposes of our legitimate interests in ensuring that club volunteers have adequate training Managing contract with instructors
Musicians and entertainers performing in club house name, address, email addresses, photo, phone numbers, website , recordings, career details	<ul style="list-style-type: none"> Managing club house events Promoting club house events 	<ul style="list-style-type: none"> Managing our contract with musicians and entertainers. Promoting club house events
Outside Contractors eg plumbers, electricians, caterers etc name, address, email addresses, , phone numbers, experience, recommendations from others	<ul style="list-style-type: none"> Managing contract with outside contractors Knowing how to contact if we need an outside contractor 	<ul style="list-style-type: none"> Managing contract with outside contractors For legitimate purpose in running the club

Historic club records going back to club foundation in 1958 Eg committee papers, correspondence with personal details	<ul style="list-style-type: none"> • Having archive of Club history • Informing future club decisions 	<ul style="list-style-type: none"> • Club legitimate purpose of having a club archive
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4. How we protect your personal data

4.1 We will not transfer your personal data outside the EEA without your consent.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 For any payments which we take from you online we will use a recognised online secure payment system.

4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.

5.2 We may pass your personal data to third parties such as sailing instructors who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf. However, we disclose only the personal data that is necessary for the third party to deliver the service and we require them to keep your information secure and not to use it for their own purposes.

5.3 We will ask your permission before passing on your contact details to other members

6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as you are a member of the Club or until you remove your boat and any personal equipment from club premises and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal

data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

6.2 For training courses we keep your details for a period of 12 months or till the next RYA inspections. When we issue a RYA certificate for a training course we will keep your name, certificate number and date of issue on record for 7 years, so we can provide a replacement certificate if required.

6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Club Archives

7.1 The Club's historic records may be transferred to the Arnside Archive Group or a Public Record's Office at a future date, subject to restrictions protecting personal details or permission of people concerned.

8. Online Systems

We use the following online systems

Membermojo – Membership

Eola – Booking water sports lessons

Eola's privacy policy can be downloaded via <https://eola.co/privacy-policy> and Membermojo's <https://membermojo.co.uk/arnsidesailingclub/help/gdpr>

9. Your rights

9.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

9.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Website <https://ico.org.uk/concerns/>

Telephone: 0303 123 1113.

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to the Club Secretary via contact details on website